



Tony Evers, Governor
Dawn Crim, Secretary

May 28, 2020

Aaron Oppenheimer, City Administrator
City of Sun Prairie
300 E. Main Street
Sun Prairie, WI 53590

Re: City of Sun Prairie Commercial Building and HVAC Delegation Revised

Dear Mr. Oppenheimer,

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority per your request. Per Wisconsin State Statute, s. 101.12(3) and 101.02(3), I delegate your municipality the primary responsibility to do building, heating, ventilating and air conditioning plan review for all commercial buildings to be constructed within the limits of your municipality. This delegation does not include fire sprinkler or fire alarm plan review or inspection, you may request this as a separate delegation. Building plans for such buildings may be submitted by the owner to your municipality or our agency. I also authorize your municipality per s. 101.12(3)(g), Wis Stats., to do inspections of all size buildings in lieu of our department.

An exception to this delegation is that our agency retains jurisdiction for plan review and inspection for all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

As condition of the delegation, you are required to comply with the following:

- Submit to the Department the fees specified in Wis. Admin. Code § SPS 302.31(1)(h) for all projects.
- Provide a monthly report to the Department of all projects completed under this section, in an electronic-based format.
- Forward to the Department any revisions to the ordinance adopting this code.
- Notify the Department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

The Department will periodically monitor municipalities and request activity reports to ensure that the Department's delegated responsibilities are being properly fulfilled by the municipality. The Department requires that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification. Municipalities are always free to relinquish their delegated authority at any time, given proper notice.

In accordance with the 2017 Wisconsin Act 198, the Department will be implementing a five-year electronic renewal process, please continue to monitor Department correspondence as further details regarding this process are communicated.

I understand that Joseph Monfre, P.E. will be the primary code official responsible for enforcement, as well as, Bill Sullivan, Mark Miekush and Brian Flannery have the proper certifications to do review and inspections.

Please contact Michael D. McNally Jr, Section Chief, at (262) 548-5861 or michaeld.mcnelly@wisconsin.gov with changes in your contact information.

Our building inspection deputy for your area, **David Pedersen, (608) 669-0372**, will be contacting your code official in the near future to discuss transitional and coordination issues.

The Division of Industry Services looks forward to working with you.

Sincerely,

Branden Piper

Branden Piper
Administrator, Division of Industry Services

cc: Garry Krause, Bureau Director, Technical Services Bureau
Mike McNally, Section Chief, Fire Suppression and Fire Alarm Program
David Peterson, State Commercial Building Inspector



Tony Evers, Governor
Dawn Crim, Secretary

May 28, 2020

Aaron Oppenheimer, City Administrator
City of Sun Prairie
300 E. Main Street
Sun Prairie, WI 53590

Re: City of Sun Prairie Commercial Fire Suppression/Fire Alarm Delegation Revised

Dear Mr. Oppenheimer,

I am pleased to inform you that your municipality has been delegated fire suppression and fire alarm code enforcement authority per your request. Per Wisconsin Statute, §§ 101.12(3) and 101.02(3), I delegate your municipality the primary responsibility to do fire suppression and fire alarm plan review and inspection for all commercial buildings to be constructed within the limits of your municipality. Fire suppression and fire alarm plans for such buildings may be submitted by the owner to your municipality or the Wisconsin Department of Safety and Professional Services (Department).

An exception to this delegation is that our agency retains jurisdiction for plan review and inspection for all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

As condition of the delegation, you are required to comply with the following:

- Submit to the Department the fees specified in Wis. Admin. Code § SPS 302.31(1)(h) for all projects.
- Provide a monthly report to the Department of all projects completed under this section, in an electronic-based format.
- Forward to the Department any revisions to the ordinance adopting this code.
- Notify the Department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

The Department will periodically monitor municipalities and request activity reports to ensure that the Department's delegated responsibilities are being properly fulfilled by the municipality. The Department requires that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification. Municipalities are always free to relinquish their delegated authority at any time, given proper notice.

This delegation approval allows all plan review completed at the Department's request for those buildings not located within the limits of your municipality to be considered exempt from the fees specified in Wis. Admin. Code § SPS 302.31.

In accordance with the 2017 Wisconsin Act 198, the Department will be implementing a five-year electronic renewal process, please continue to monitor Department correspondence as further details regarding this process are communicated.

I understand that Joseph Monfre, P.E. will be the primary code official responsible for enforcement, as well as, Bill Sullivan, Mark Miekush and Brian Flannery have the proper certifications to do review and inspections.

Please contact Michael D. McNally Jr, Section Chief, at (262) 548-5861 or michaeld.mcnally@wisconsin.gov with changes in your contact information.

Our building inspection deputy for your area, **David Pedersen, (608) 669-0372**, will be contacting your code official in the near future to discuss transitional and coordination issues.

The Division of Industry Services looks forward to working with you.

Sincerely,

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